

## BAC EXPENSE REIMBURSEMENT PREREQUISITES

- An official and approved association affirmation letter must be on file with the California High-Speed Rail Authority (Authority) for an active Business Advisory Council (BAC) Member to be eligible for travel reimbursement.
- All active BAC Members must submit a signed Letter of Acknowledgement, declaring they have read and understand the BAC Travel Guidelines.
- The Authority requires a signed Payee Data Record (STD 204) prior to authorized travel.
- The Authority requires a signed Authorization to Use Privately Owned Vehicles on State Business Form (STD 261).

## IN-STATE TRAVEL RULES

Each State Agency determines the necessity for travel and that such travel represents the best interest of the State Agency.

Reimbursement shall not be made for meals and lodging expenses incurred within 50 miles of home. Exceptions to this policy must be approved by the Authority Financial Office.

When attendance for BAC Full Council Meetings require a trip which exceeds 24 hours and the location of the event is in compliance with the 50 miles of home guidelines specified above, the BAC Member must use the state rates specified below when reserving commercial lodging (hotel, motel, bed and breakfast) that caters to the short term traveler.

## LODGING REIMBURSEMENT RATES

County	Maximum per night Reimbursement Rate
All Counties except as noted below	<b>\$ 90.00 + tax &amp; fees</b>
Napa, Riverside & Sacramento	<b>\$ 95.00 + tax &amp; fees</b>
Los Angeles, Orange, Ventura & Edward AFB, excluding the city of Santa Monica	<b>\$ 120.00 + tax &amp; fees</b>
Alameda, Monterey, San Diego, San Mateo, Santa Clara	<b>\$ 125.00 + tax &amp; fees</b>
San Francisco county and the city of Santa Monica	<b>\$ 150.00 + tax &amp; fees</b>

*Note: Room tax/hotel/motel transient occupancy tax may be waived at the discretion of the lodging establishment.*

## EXCESS (HIGHER) LODGING RATE

If BAC Members are unable to obtain commercial lodging at the state rate, the BAC Member can request an Excess Lodging rate. The BAC Member must submit this request at least two weeks prior to the trip.

An Excess Lodging Form (STD 255C) must be submitted and approved by the Authority's BAC Chair and the Authority's Financial Office. An approved Excess Lodging request **must** be included with the traveler's Travel Expense Claim Form (STD 262).

## MEALS AND INCIDENTALS MAXIMUM RATE

Reimbursement will be for the actual expense up to the maximum rate for each 24-hour period.

Meals and Incidentals	Maximum Rate
<b>Breakfast</b>	\$7.00
<b>Lunch*</b>	\$11.00
<b>Dinner</b>	\$23.00
<b>Incidentals*</b>	\$5.00

*\*Lunch & Incidentals cannot be claimed for a trip less than 24 hours.*

## TIME FRAMES

Meals and Incidentals	Fractional Day after 24-hours	
	Trip Begins	Trip Ends
<b>Breakfast</b>	At or before 6 am	At or after 8 am
<b>Lunch</b>	At or before 11 am	At or after 2 pm
<b>Dinner</b>	At or before 5 pm	At or after 7 pm

Meals	Trip less than 24-hours	
	Trip Begins	Trip Ends
<b>Breakfast</b>	At or before 6 am	At or after 9 am
<b>Lunch</b>	<i>Not Allowed</i>	
<b>Dinner</b>	At or before 4 pm	At or after 7 pm

**NOTE:** Full meals included in airfare, hotel or conference fees, or otherwise provided may not be claimed for reimbursement.

## MILEAGE REIMBURSEMENT RATES

Mode of Transportation	Reimbursement Rate
Personal vehicle	\$0.535 per mile as of January 1, 2017
Private aircraft	\$1.15 per mile

## TRANSPORTATION

Reimbursement for transportation expenses will only be for the method of transportation that is in the best interest of the State considering both direct expense and the BAC Member's time.

When a BAC Member chooses a method of transportation that is **NOT** considered to be in the best interest of the State, reimbursement will be the lower amount.

## RECEIPT REQUIREMENT

	Receipt	No Receipt
<b>Lodging</b>	<b>x</b>	
<b>Meals</b>		<b>x</b>
<b>Airfare, Rental Cars</b>	<b>x</b>	
<b>Train</b>	When cost exceeds \$25	
<b>Gas for Rental</b>	<b>x</b>	
<b>Parking, Shuttles</b>	When cost exceeds \$10	

Specified receipts are not required to be submitted with the Traveler's Travel Expense Claim. However, all original receipts may be subject to audit. It is the BAC Member's responsibility to maintain receipts and records of their actual expenses for audit and tax purposes.

Individuals are responsible for their own travel arrangements and their Travel Expense Claim. All BAC expenses are to be incurred as a result of conducting BAC business and are subject to review/verification by the Authority.

Claim forms should be submitted in a complete and timely manner with all required documents attached, to [BAC@hsr.ca.gov](mailto:BAC@hsr.ca.gov).

## AIRLINE TRAVEL

In order to maximize savings, Travelers must book the lowest usable airfare whenever possible considering the following:

- *Non-refundable fares:* Travelers should consider these fares if the trip dates/times are fixed and there is a low probability of a change occurring.
- *Refundable fares:* A refundable ticket may be the best option if plans are likely to change.

Consideration of the following parameters and fares will also provide significant cost savings:

- *Routing Options:* Consider taking flights that include stops so long these layovers do not significantly impact business or delay travel times. These flights often offer savings of over \$100.
- *Flexible Flight Window:* Being flexible with earlier or later departure times can often save significant amounts of money.
- *Advance Purchase:* Planning ahead can save the state up to 50 percent off airline costs.
- *Alternate Airports:* Significant savings can be achieved through airports in close-proximity.

## PARKING AT THE AIRPORT

Travelers parking at airports must use the economy parking or adequately justify excessive parking charges.

Per the CalHR PML 2011-044, all travel expenses must be included in Travel Expense Claim.

### Additional Information and Links:

#### CalHR Travel Rules and Forms

<http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>

## IMPORTANT FORMS

- Travel Expense Claim - STD 262 (PDF)
- Hotel/Motel Transient Occupancy Tax Waiver - STD 236 (PDF)
- Excess Lodging Rate Approval (with Attachment ) - STD 255C (PDF)
- Authorization to Use Private Owned Vehicle on State Business - STD 261 (PDF)
- Insurance Verification & Authorization to Operate Privately Owned/Rented/Leased Aircraft on State Business - STD 265 (PDF)

### NOTE:

*This brochure should be used as a guide and overview only. Additional details may be obtained by contacting the Small Business Advisory Team, [businessadvisorycouncil@hsr.ca.gov](mailto:businessadvisorycouncil@hsr.ca.gov).*



# ***Business Advisory Council Travel Expense Reimbursement Guide***

ADMINISTERED BY THE CALIFORNIA  
DEPARTMENT OF HUMAN RESOURCES  
(CalHR)

August 2017